

## GENERAL INFORMATION

### BREDE CUSTOMER SERVICE

- **Customer Service** (303) 399-8600 • Fax (303) 321-8694 • e-mail: cscolorado@brede.com
- Office Hours: 8:00 AM - 4:30 PM (mountain time)
- Questions regarding table & drape, booth furnishings, carpet, labor, material handling, Brede rental exhibits, signs, hanging signs, booth cleaning, and forklift.
- No telephone orders accepted; please fax your order and credit card information to Brede.

### ASSOCIATION CONTACT

- **Dana Bohn** (701) 355-4458 • Fax (701) 223-4645 • e-mail: clearh2o@btinet.net

### EACH BOOTH INCLUDES

- Standard Booth Size 10' X 10'
- (1) One 6' Green Skirted Table
- (2) Two Padded Side Chairs
- (1) One Wastebasket
- (1) One ID Sign With Company Name & Booth Number - Provided By Show Management
- Appropriate Draping

**SPECIAL NOTE:** If additional rental or labor services are needed, please contact BredeCustomer Service for the appropriate forms.

### SHOW COLORS

- Blue and Green

### MATERIAL HANDLING

- Advanced shipments will be accepted at the warehouse from **October 17, 2008 to November 12, 2008**. Late fees apply after **November 7, 2008**.
- A credit card is required for Material Handling Services. Please complete on the "Recap of Services" form.
- Refer to the Estimated Material Handling Order Form for shipping addresses.
- **A Brede Bill of Lading is required for all outbound shipments.** Please turn in at the Brede Service Desk on show site.
- Exhibitors are urged to carry ALL-RISK INSURANCE to protect against damage, loss and all other hazards, from the time materials leave place of origin until they are returned after the show. This can usually be done by riders to existing policies. Please read our Limits of Liability.

### INSTALLATION & DISMANTLE INFORMATION

- Exhibitor Move-In: Saturday November 15, 2008 9:00 am - 10:00 am
- Show Hours: Saturday November 15, 2008 11:00 am - 3:00 pm
- Exhibitor Move-Out: Saturday November 15, 2008 3:00 pm - 4:00 pm
- Drivers must be checked in at the Brede Service/Freight Desk by: Saturday, November 15, 2008 by 5:00 pm **Or the Freight will be re-routed via the Contractor's Choice.**

## **PAYMENT / PRICING POLICIES & HELPFUL INFORMATION**

### **PAYMENT SCHEDULE**

- Orders received without full payment or credit card information will not be processed.
- **A credit card on file is required when using Brede Exposition Services.**
- All charges must be paid prior to close of show.
- If you are sharing a booth, the party responsible for renting the booth from the association is the ONLY exhibitor we invoice.

### **METHOD OF PAYMENT / CANCELLATION & ADJUSTMENTS**

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase orders are not considered payment; therefore, a check or credit card is required.
- Cancellation clauses are noted on each order sheet.
- No adjustments will be made after close of the show.

### **TAX EXEMPTION**

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.
- To qualify for exemption in Colorado, most counties require both a city and state tax exemption certificate.

### **COVERED EXHIBIT SPACE & MULTI-LEVEL EXHIBITS**

- Any covered exhibit space over 100 square feet and less than 300 square feet requires a smoke detector and a 2A10BC fire extinguisher.
- All covered booths over 300 square feet have special requirements in order to obtain approval from the Denver Fire Prevention Bureau.

### **EXHIBITOR SAFETY**

- Standing on chairs, tables or other rental furniture is prohibited. Brede will not be responsible for injuries caused by improper use of furniture. If assistance is required, please order Labor on the Labor Order Form.

### **MISCELLANEOUS**

- Rental items not ordered, yet found in booths, are invoiced at "Standard-Floor" pricing.
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.

## RECAP OF SERVICES ORDERED / BILLING AUTHORIZATION

BOOTH#

This form must be returned to Brede with your completed order forms and payment in full.

ESTIMATED MATERIAL HANDLING ORDER..... \$

☐ Please check here if you are tax exempt and include a copy of your exemption certificates.  
No adjustments for tax exempt status will be made after close of the show.

### PAYMENT METHOD

Our Federal ID # is 84-1182654

☐ **CREDIT CARD INFORMATION • CREDIT CARD IS REQUIRED FOR SERVICES RENDERED:**

I authorize Brede Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and labor charges. If credit card is declined or a check is returned for insufficient funds, then Standard - Floor pricing prevails and a \$35.00 service charge will be added.

Cardholder's Name \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

Cardholder's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Visa MC AmEx

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Exp. Date

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☐ **ENCLOSED CHECK OR MONEY ORDER PAYABLE TO BREDE EXPOSITION SERVICES :**

Check Number \_\_\_\_\_ Name on Check \_\_\_\_\_ Dated \_\_\_\_\_ In the Amount of \$ \_\_\_\_\_

**Note:** International checks must be drawn on a U.S. bank, U.S. funds account only - processing fee \$35.00.

Please put show name & booth number on all payments.

**PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES  
A CREDIT CARD IS REQUIRED WHEN USING BREDE EXPOSITION SERVICES**

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Booth No. \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ e-mail address \_\_\_\_\_

**MAIL OR FAX TO:** Brede-Colorado, Inc. • 5140 Colorado Boulevard • Denver, CO 80216-3120  
(303) 399-8600 • Fax (303) 321-8694 • e-mail cscolorado@brede.com

Job # 3094

## MATERIAL HANDLING RATE SCHEDULE

- Advanced shipments will be accepted at the warehouse from **October 17, 2008 to November 12, 2008**. Late fees apply after **November 7, 2008**
- Uncrated van line, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Direct Shipments will be accepted **during exhibitor move-in hours only**.
- Early Shipments will be refused. • Shipments must be sent prepaid. Collect Shipments will be refused.
- A Brede Bill of Lading must be completed and turned in at the Brede Service Desk for all outbound shipments.

### ADVANCE SHIPMENTS TO WAREHOUSE ~ CRATED (Receiving hours: M - F 8:00 a.m. to 4:00 p.m.)

• Receive crated shipments at the warehouse. • Store up to 30 days prior to the convention. • Deliver to booth. • Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). • Return crates to booth at the close of the show. • Remove freight from booth. Load on outbound carrier from the loading dock. . . . .

### DIRECT SHIPMENTS TO SHOW SITE / EXHIBIT HALL ~ CRATED

• Receive crated shipments at show site/exhibit hall during exhibitor move-in hours. • Deliver to booth. • Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). • Return crates to booth at the close of the show. • Remove freight from booth. Load on outbound carrier from the loading dock. . . . .

### ADVANCE TO WAREHOUSE OR DIRECT TO SHOWSITE ~ CRATED ~ SPECIAL HANDLING (FED X / UPS)

• Receive FEDERAL EXPRESS, UPS, crated van line, or crated personally owned vehicles at the warehouse or at showsite. • Store up to 30 days prior to the convention (at warehouse only). • Deliver to booth. • Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). • Return crates to booth at the close of the show. • Remove freight from booth. Load on outbound carrier from the loading dock. . . . .

### DIRECT SHIPMENTS TO SHOW SITE / EXHIBIT HALL ~ UNCRATED ~ SPECIAL HANDLING

• Receive uncrated van line, pad wrapped, specialized equipment or uncrated personally owned vehicles at show site/exhibit hall during exhibitor move-in hours. • Deliver to booth. • Remove and store crates labeled EMPTY (get Empty labels from on-site Brede Service Desk). • Return crates to booth at the close of the show. • Remove freight from booth. Load on outbound carrier from the loading dock. . . . .

### \*LATE WAREHOUSE & SITE SHIPMENTS RECEIVED BEFORE PUBLISHED MOVE-IN OR AFTER SHOW OPENING\*

- Freight received at the warehouse **AFTER November 7, 2008** add an additional. . . . .
- Freight received at show site **AFTER Show Opening** add an additional. . . . .
- Additional transportation charges may apply (i.e. after show opening, after truck has left freight warehouse, etc.)

### SPECIAL SERVICES ~ RETURNED TO WAREHOUSE ~ CONTAINER STORAGE ~ VEHICLE SPOTTING

• Shipments returned to warehouse will be charged \$15.00 per 100 lbs. ~ \$250.00 minimum. • Storage will be charged if shipment is not routed or picked up after three working days. • Storage fees ~ prior to 30 days before show, or after 3 days following the show \$1.30 per 100 lbs. per day ~ (\$40.00 minimum). • On-Site container storage for freight brought in by exhibitors - \$25.00 per piece. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee of \$170.00. Vehicles not moved in under their own power will be unloaded and charged based on weight.

**SEPARATE SHIPMENTS RECEIVED BY BREDE WILL NOT BE COMBINED. 200 lb. minimum charge applies to each shipment Brede receives. Example 1:** You shipped two boxes together from one origin via UPS weighing 75 lbs. each. The packages arrive as one shipment, this entire shipment will result in the minimum 200 lb. charge. **Example 2:** You shipped the same two boxes via UPS weighing 75 lbs. each. The packages arrive separately, at two separate times, this will result in **TWO** 200 lb. minimum charges. **Therefore, be sure to request that your carrier delivers your total shipment at the same time.** Shipments received at the same time from different destinations are considered separate shipments.

**NOTE: Billed weight is based on incoming weight, whether the above services are used completely or in part.** The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by BREDE. This weight will prevail.

### OVERTIME CHARGES: Please see box above for detailed description.

#### Overtime charges apply on INBOUND shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Union observed Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Union observed Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Union observed Holiday.

#### Overtime charges apply on OUTBOUND shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Union observed Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Union observed Holiday.

**Inbound Bill of Lading:** All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments (i.e. - Fed-X, UPS, etc.).

**Empty Container Labels:** Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers with empty labels. Once in storage, if the exhibitor needs to retrieve them again, appropriate labor charges will be incurred.

**For shipments that require specialized handling:** A quote can be obtained in advance by calling our Customer Service Department.

<b>Straight Time</b> <i>both move-in &amp; move-out on ST</i> <i>per 100 lbs.</i>	<b>O/T** One Way</b> <i>either move-in or move-out on OT</i> <i>per 100 lbs.</i>	<b>O/T*** Two Ways</b> <i>both move-in &amp; move-out on OT</i> <i>per 100 lbs.</i>
<b>200 lb. MINIMUM per shipment</b>		
\$52.00	\$65.00	\$78.50
\$50.00	\$62.50	\$75.00
\$60.00	\$75.00	\$90.00
\$70.00	\$87.50	\$105.00
<b>LATE &amp; OFF -TARGETSHIPMENTS</b>		
<b>\$16.00</b> per 100 lbs.	<b>\$32.00</b> 200 lbs. minimum	
** Freight handled EITHER into or out of the exhibit area on overtime will be charged overtime rates one way.		
*** Freight handled BOTH into and out of the exhibit area on overtime will be charged overtime rates both ways.		
Rates are calculated on a "Round Trip Basis", whether you utilize the move-in only or the move-out only, or both, it is the same 200 lb. minimum rate.		

## ESTIMATED MATERIAL HANDLING ORDER FORM

### INBOUND SHIPPING INFORMATION

**\*\*ADVANCE SHIPMENTS:\*\***  
(Please use provided freight labels)

TO: Your Company Name / Booth #  
Experience North Dakota  
Brede Exposition Services\*  
c/o YELLOW FREIGHT SYSTEM, INC.  
15950 Smith Road - Door 77  
Aurora, CO 80011

**DIRECT SHIPMENTS:**  
(Received ONLY during exhibitor move-in hours)

TO: Your Company Name / Booth #  
Experience North Dakota  
c/o Brede Exposition Services  
SHOW Name  
Renaissance Denver Hotel  
3801 Quebec Street  
Denver, Colorado 80207

\*Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.  
\*\*Advance Shipments to Brede ~ 5140 Colorado Boulevard, Denver are discouraged ~ a 25% surcharge will be assessed per shipment.

### COMPLETE AND RETURN TO BREDE

	NUMBER OF PIECES	EST. WEIGHT	CARRIER(S)	TRACKING # (Please provide pro number)	ESTIMATED COST (Of Material Handling) (200 lb. min. per shipment)
<b>ADVANCE SHIPMENTS</b> <i>Warehouse</i>					
<b>DIRECT SHIPMENTS</b> <i>Showsite/ Exhibit Hall</i>					

SHIPPED FROM CITY \_\_\_\_\_ STATE \_\_\_\_\_

DATE SHIPPED \_\_\_\_\_ ESTIMATED DATE OF ARRIVAL \_\_\_\_\_

### OUTBOUND SHIPPING INFORMATION

- OUTBOUND BREDE BILLS OF LADING** must be completed and turned in at the Brede Service Desk. You must fill out a Brede Bill of Lading for each outbound shipment.
- DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH!!**
- A credit card is required for material handling services. Please complete credit card information on "Recap of Services" form.
- In the event a Bill of Lading is not turned into the Brede Service Desk, unidentifiable shipments will be discarded.

PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER SHEET

I have read and understand the Material Handling Rate Schedule as well as the Material Handling Limits of Liability as stated on the enclosed sheets.

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Booth No. \_\_\_\_\_  
Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ e-mail address \_\_\_\_\_

**MAIL OR FAX TO:** Brede-Colorado, Inc. • 5140 Colorado Boulevard • Denver, CO 80216-3120  
(303) 399-8600 • Fax (303) 321-8694 • e-mail cscolorado@brede.com

Job # 3094

**ADVANCE**

ADVANCE  
SHIP TO:

**Brede** EXPOSITION SERVICES  
c/o Yellow Freight System  
15950 Smith Road  
Door 77  
Aurora, CO 80011

**Experience North Dakota**  
Renaissance Denver Hotel  
Denver, Colorado  
November 15, 2008

Exhibitor: \_\_\_\_\_

Booth No(s): \_\_\_\_\_

Accepted from: **October 17, 2008**  
to **November 12, 2008**

----- Cut along line and tape label to shipment -----

**ADVANCE**

ADVANCE  
SHIP TO:

**Brede** EXPOSITION SERVICES  
c/o Yellow Freight System  
15950 Smith Road  
Door 77  
Aurora, CO 80011

**Experience North Dakota**  
Renaissance Denver Hotel  
Denver, Colorado  
November 15, 2008

Exhibitor \_\_\_\_\_

Booth No(s): \_\_\_\_\_

Accepted from: **October 17, 2008**  
to **November 12, 2008**

----- Cut along line and tape label to shipment -----

The above labels are provided for your convenience.  
Place one on each piece shipped to ensure proper delivery to WAREHOUSE.  
If more labels are needed, copies are acceptable.

**ATTENTION!**

**HAZARDOUS MATERIALS WILL NOT BE ACCEPTED AT WAREHOUSE.**

Job # 3094

**DIRECT**

DIRECT  
SHIP TO:

**Brede** EXPOSITION SERVICES

**Renaissance Denver Hotel  
Concourse Ballrooms  
3801 Quebec Street  
Denver, Colorado 80207**

*Experience North Dakota)  
Renaissance Denver Hotel  
Denver, Colorado  
November 15, 2008*

Exhibitor: \_\_\_\_\_

Booth No(s): \_\_\_\_\_

Accepted on: **November 15, 2008**

----- Cut along line and tape label to shipment -----

**DIRECT**

DIRECT  
SHIP TO:

**Brede** EXPOSITION SERVICES

**Renaissance Denver Hotel  
Concourse Ballrooms  
3801 Quebec Street  
Denver, Colorado 80207**

*Experience North Dakota  
Renaissance Denver Hotel  
Denver, Colorado  
November 15, 2008*

Exhibitor \_\_\_\_\_

Booth No(s): \_\_\_\_\_

Accepted on: **November 15, 2008**

----- Cut along line and tape label to shipment -----

The above labels are provided for your convenience.  
Place one on each piece shipped to ensure proper delivery to FACILITY NAME.  
If more labels are needed, copies are acceptable.

**ATTENTION!**

**HAZARDOUS MATERIALS WILL NOT BE ACCEPTED AT WAREHOUSE.**

Job # 3094

**IMPORTANT! PLEASE READ!**

## LIMITS OF LIABILITY

*Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below.*

### LIMITATIONS OF BREDE EXPOSITION SERVICES LIABILITY AND RESPONSIBILITY

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments which are furnished to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and correction made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to \$ .30 per pound per article, with a maximum of \$50.00 per item, and a maximum of \$1,000 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.

14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.